

# Communicating Effectively

Communicating effectively is a vital skill for successful leaders. Below is a list of communication tips that may help you become a better communicator.

1. Ask pertinent questions that seek real knowledge.
2. After asking a question, keep an open mind without being defensive.
3. Be certain that your questions are really questions and not statements.
4. Challenge without intimidating.
5. Pick the right place and time for a conversation.
6. Listen carefully for the true intent of a speaker's message.
7. Look for meaningful nonverbal communication.
8. Show an interest and maintain eye contact with speakers.
9. Look beyond a speaker's words and be sensitive to his/her emotions and feelings.
10. Listen to the whole message; don't focus on just one part.
11. Avoid rambling, wordiness, and needless repetition
12. Work on message clarity and preciseness.
13. Check to see if your listener has heard the message that you intended.
14. Try to avoid words that are all inclusive: all, never, everybody, always, etc.
15. Speak with confidence but don't assume that you are always right.